

# Sample Inquiry Letter: Request for Quotation for IT Equipment

[Your Company Letterhead]

[Date]

[Supplier Company Name]

[Supplier Address]

[City, State, ZIP Code]

[Contact Person Name and Title]

Subject: Request for Quotation for IT Equipment

Dear [Supplier Contact Person],

We are reaching out to formally request a quotation for IT equipment as part of our organization's upcoming technology procurement initiative. Kindly provide detailed pricing and specifications for the following items:

- **Laptops:** 20 units
  - Minimum specifications: Intel Core i5 or higher, 16GB RAM, 512GB SSD, 14" screen, Windows 11 Pro
- **Desktop Computers:** 10 units
  - Minimum specifications: Intel Core i7 or higher, 16GB RAM, 1TB SSD, 24" monitor, Windows 11 Pro
- **Network Switches:** 5 units
  - 24-port Gigabit, managed, rack-mountable
- **Wireless Access Points:** 8 units
  - Dual-band, Wi-Fi 6 support, PoE enabled

Please include the following information in your quotation:

- Unit and total prices (including taxes and any applicable discounts)
- Product specifications and brand/model details
- Warranty and after-sales support terms
- Estimated delivery timelines
- Payment terms and conditions

We would appreciate receiving your quotation by [Deadline Date], as we are seeking to finalize this procurement decision promptly. Should you require any additional information or clarification regarding our requirements, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention and prompt response. We look forward to your detailed quotation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]